

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1740.4A

10/21/88

SUBJ: PHOTOGRAPHIC SERVICES

1. **PURPOSE.** This order establishes standards and procedures for still photographic services.
2. **DISTRIBUTION.** This order is distributed to branch level in Washington, regions, and centers, with a limited distribution to all field offices and facilities.
3. **CANCELLATION.** Order 1740.4, *Still Photographic Services*, dated 7/15/69, is cancelled.
4. **DEFINITIONS.**
 - a. **Photo Control or Photo Control office.** The centralized still photographic management organization in Washington headquarters, each region, and each center.
 - b. **Still photographic services.** All necessary camera and laboratory work involved in producing negatives, prints, transparencies, slides, etc., of live or still life objects. ;
 - c. **Location photography.** The still photography of persons, places, and objects that require the assignment use of a photographer(s) at a place other than a photographic laboratory.
 - d. **Laboratory photography.** The still photography of persons or three-dimensional objects, and such items as charts, graphs, maps, etc., performed inside a photographic laboratory.
5. **SCOPE.** Photographic services addressed in this order include all still photography services, including location and laboratory photography. Specifically **NOT** included in this order are motion picture photography, animation photography, production of negatives for use in preparing offset printing plates, videotape, office photocopying, and microphotography.
6. **RESPONSIBILITIES.**
 - a. Regional Administrators and Center Directors are responsible for:
 - (1) Providing still photographic services through a centralized still photographic management organization (Photo Control office) in their region or center, and
 - (2) Providing the Office of Management Systems, AMS-410, with the name, routing symbol, and telephone number of a contact (and alternate) in the Photo Control office.
 - b. The Office of Management Systems is responsible for:
 - (1) Establishing still photographic standards and assuring the uniform interpretation and application of the standards throughout the agency, and
 - (2) Providing centralized still photographic services and the planning, control, and funding of such services for Washington headquarters.

c. The Office of Public Affairs is responsible for establishing standards and for reviewing still photographic material that will be displayed to the public.

7. STANDARDS.

a. All still photographic material produced by or for the agency shall be in support of official programs of the agency. No work shall be produced by agency facilities or procured with agency funds for private or commercial purposes.

b. All still photographic services shall be accomplished at the least possible cost to the agency, consistent with the purpose(s) for which the photography is required.

c. The use of centralized still photographic services, whether accomplished by an in-house facility or by established contractual arrangement, will generally be the most economical means. When centralized still photographic services do not serve the best interest of the agency because of location, time factor, etc., the performance of such services shall be approved by the Photo Control office. A 'blanket' approval for recurring requirements may be given by the Photo Control office. Typical recurring requirements that may warrant blanket approval are:

(1) **Employee identification photographs.** Official photographs required for employee identification, including passport photographs.

(2) **Medical and research photography.** Still photography produced in support of agency medical and research activities.

(3) **Technical and engineering photography.** Still photography of radar and oscilloscope displays, etc., produced as part of the duties of agency technicians.

(4) **On-site still photography of accidents and similar occurrences.** Photographic services performed by agency personnel with investigating and reporting responsibility.

d. **Limitations.** Photographic coverage of new facilities or equipment, visiting dignitaries, award presentations, etc., shall be limited to official requirements. Retirement parties, social functions, etc., are generally **NOT** considered to be official requirements. (When it is desirable to include such activities in local newsletters, etc., we encourage accomplishing this by having employees do their own photography. The film may then be processed at agency expense, at the discretion of the Photo Control office).

8. PROCEDURES.

a. Requesting offices:

(1) Plan the requirement for still photographic services well in advance of the target date to permit proper scheduling, to avoid overtime or priority processing, and to maximize the use of available centralized services.

(2) Assure that all required information is provided to avoid misunderstanding and waste.


(3) Coordinate all work through the Photo Control office.

b. Photo Control office:

(1) Consult with the requesting office if requirements are not clear, if the request is not consistent with the standards stated in paragraph 7, or if any scheduling changes are required.

(2) Assure that appropriate level of approval is shown on the request. The required level of approval shall be established locally except that requests for location photography or requests estimated to exceed \$500 (in-house or commercial) shall be signed by a division or facility manager or higher authority.

9. HISTORICAL VALUE. Film negatives or prints of agency officials and aeronautical subjects and activities considered to have historical value are NOT authorized for destruction. When these items become non-current, they must be offered to the Office of Public Affairs in Washington headquarters.



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Director of Management Systems

